

# Development Review Process

## Preliminary Subdivision Review (S)

Required when creating additional lots or extending new Public Right-of-way.

1. Ten-day review cycle.

**PREREQUISITES:** Pre-submittal conference

**\*DELIVERABLES:** After completed staff review, an AA document will be reviewed and issued. 30-day appeal period does not begin until the AA Document issued. This AA document must be affixed to subsequent Concurrent Site reviews.

### **CANNOT OCCUR DURING THE APPEAL PERIOD**

1. New plat recorded
2. Building permit issued

**EXPRESS OPTION:** First cycle must be standard review, then can switch to Express.

## Administrative Site Review (ASR)

1. All site plans must go through the ASR review prior to submitting for site or building permits.
2. If associated with a preliminary subdivision, submittal cannot occur until one subdivision review cycle is completed.
3. Ten-day review cycle.

**PREREQUISITES:** If a site plan is associated with a pending preliminary subdivision with shared storm water devices, the subdivision must have the AA document approved (does not have to be issued) prior to ASR submittal.

**\*DELIVERABLES:** After completed staff review, an AA document will be reviewed and issued. 30-day appeal period does not begin until the AA Document is issued. This AA document must be affixed to subsequent (ASR) Concurrent Site reviews.

### **CANNOT OCCUR DURING THE APPEAL PERIOD**

1. Building permit issued

**EXPRESS OPTION:** First cycle must be standard review, then can switch to Express

## When is a Project a Plot Plan?

A project is a plot plan when the **new required parking**, notwithstanding any variance, credit, nonconformity, exception, special vehicle parking provision, vehicular parking reduction or the existence of any surplus parking does not increase by 10 spaces or 10%, whichever is less, of the **existing required parking**. Required parking is determined in Article 7.1 of the UDO and applies to construction, reconstruction, addition, repair, alteration or change of use of any building, structure or parking facility.

**All other projects are a SITE PLAN, and shall begin with the ASR process.**

SUBDIVISION  
(if applicable)

SITE PLAN

PLOT PLAN

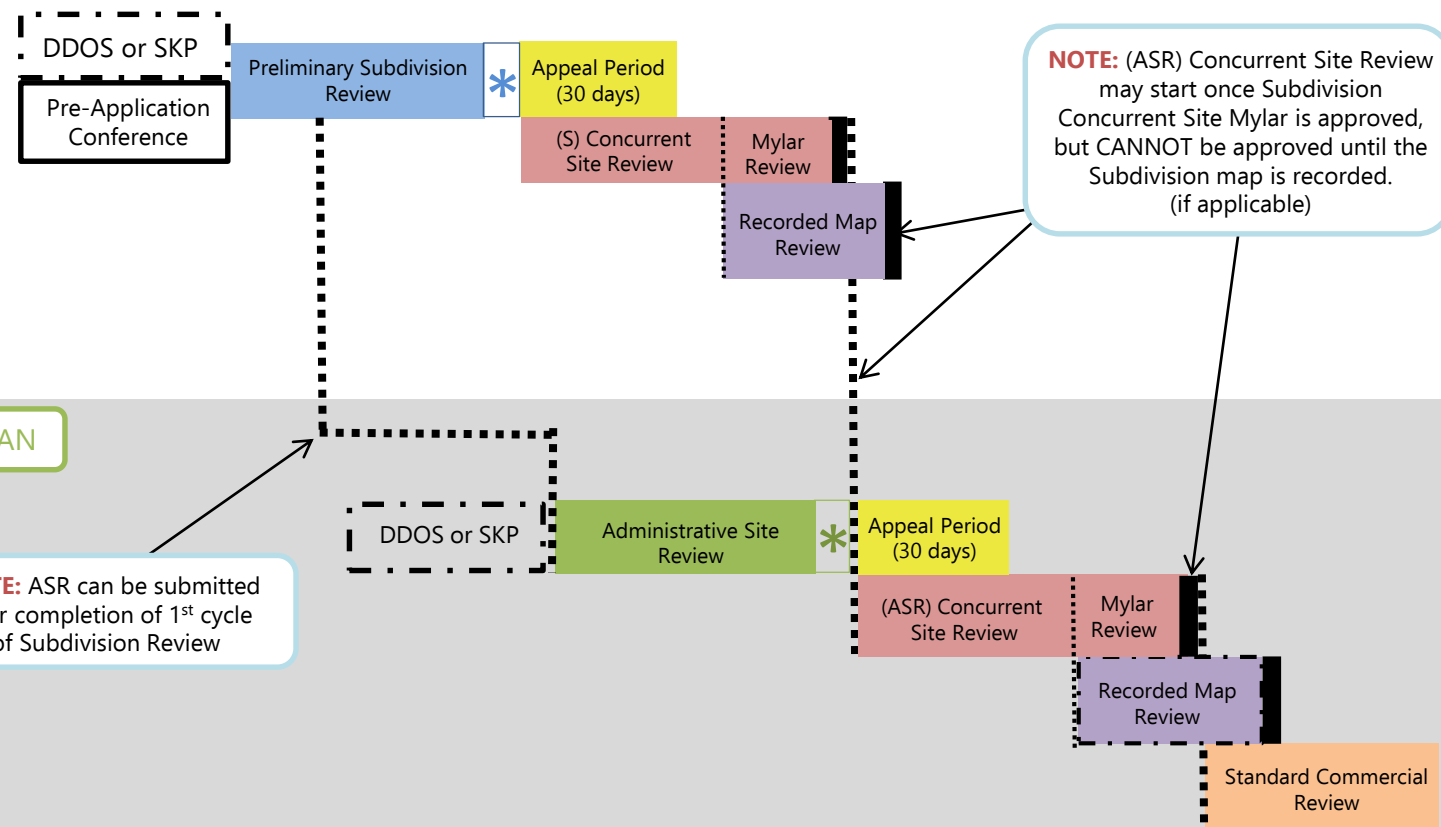
AA | Administrative Action  
ASR | Administrative Site Review  
DDOS | Due Diligence Online Service  
SKP | Sketch Plan Review  
■ | Review concludes with mylar approval  
□ | Optional/May not apply

**NOTE:** These projects do not require entitlements and can pursue permits directly.

**NOTE:** Concurrent Site required if any of the following apply:

- Land disturbance greater than 12,000 square feet
- Any shared storm water devices
- Private improvements in the Right-of-way
- Easements that require Recordation
- Require tree conservation areas

**NOTE:** If Concurrent Site is NOT required, the project may submit for all approvals (building & site) directly to **Standard Commercial Review**



## Recorded Map Review

1. Blueline review(s) required, then mylar review.
  - a. Single Track: Blueline cycle (5 days) Mylar cycle (3 days).
  - b. Multi Track: Blueline cycle (10 days) Mylar cycle (5 days).
2. Submittal can occur once Concurrent Site is ready for Mylar review.

### **PREREQUISITES:**

1. All applicable site approvals and legal documents executed.
2. Provide a copy of approved preliminary subdivision or ASR AA document, if applicable.

### **DELIVERABLES:**

1. Approved map for recordation.
2. Plat must be recorded within 14 days with local register of deeds.
3. Approved plat and all legal documents must be returned one day after recording.

**EXPRESS OPTION:** First cycle must be standard review, then can switch to Express.

## Concurrent Site Review

1. Blueline review(s) required, then mylar review.
2. Ten-day review cycle.

### **APPLICABLE IF:**

1. Public infrastructure is required.
2. A grading permit is required for disturbances greater than 12,000 sq. feet.
3. Any shared storm water devices.
4. Private improvements in the Right-of-way.
5. Any easements that require Recordation.
6. Tree conservation areas are required.

**CONCURRENT SITE FOR SUBDIVISION:** Submittal can occur once preliminary subdivision AA document is issued and attached to the 2<sup>nd</sup> page of the plans.

### **CONCURRENT SITE FOR ASR:**

- If project is associated with a new subdivision, (S) Concurrent Site Review Mylar must be approved prior to submitting.
- Submittal can occur once ASR AA document is issued and attached to the 2<sup>nd</sup> page of the plans.

### **DELIVERABLES:**

1. Approved construction mylars.
2. Applicable site permits.

**EXPRESS OPTION:** First cycle must be standard review, then can switch to Express.

## Standard Commercial Review

If Concurrent Site approval is applicable, then initial standard submittal CANNOT occur until Concurrent Site Mylar is approved and attached.

**NOTE:** Standard Review submittal CAN occur prior to Map Recordation (if applicable) AND prior to appeal period ending—however permits CANNOT be issued.

### **GATEKEEPING REQUIRED FOR STANDARD REVIEW:**

1. New Construction
2. Additions
3. Change of Use

### **DELIVERABLES:**

1. Approved plans for construction.
2. Applicable project permits.

**EXPRESS OPTION:** Commercial building Express Review Thresholds apply to New Construction projects: See policy for eligibility of Express Services.



Updated: 05/18/2018